## Template collection notice

[Organisation] collects this information in order to:

* [include the specific purpose for collecting the personal information]
* [include any other specific purpose]
* [etc]

We [may/will] share this information with:

* [another organisation/individual], in order to [include the specific purpose the personal information is disclosed].

[You are required to provide this information as a result of [include the legal basis for the compulsory collection if applicable]].

If you choose not to provide [type of personal information], we will [include the consequence of not providing this type of personal information].

If you have any questions about how your personal information will be handled or would like to gain access to your personal information, you can contact [organisation] on [phone number] or [email address].

**This template is general in nature does not constitute legal advice. It has been developed as a guide to assist you to develop your organisation’s collection notices. Your collection notices should be tailored to your organisation’s circumstances and purposes.**